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# Program Coordinator – Site & Family Engagement Coordinator

**POSITION SUMMARY:**

In the spirit of the mission of Project Transformation, the Program Coordinator takes much responsibility in researching and synthesizing information about potential program locations to provide a detailed look at the demographic, financial, educational and community data for site selection (existing and new). The Program Coordinator will also take much responsibility in nurturing key relationships with Site Church staff, supervisors, and families checking for quality, including supporting both the site team members and the organizational staff in forming and maintaining mutual relationships. As part of Site Relations, the Program Coordinator will focus on Parent Engagement of participants at site. Works closely with Director of Programming and Leadership Development in regards to planning growth initiatives and integrating new program sites. This person is responsible for upholding the mission and values of Project Transformation, including the covenant relationship with the United Methodist Church.

**ACOUNTABILITY:**

The Program Coordinator is directly accountable to the Director of Programming and Leadership Development and will work closely with several Project Transformation staff.

**ESSENTIAL RESPONSIBILITIES:**

After-School Program (September through mid-May):

1. Researching county/town/city demographics, financial, educational and community data for potential site locations, developing comprehensive reports on potential sites and outlining a planning process for growth initiatives in identified areas of interest.
2. Creating a strategic planning process for sustainability and/or expansion including planning meetings with prospective program location, criteria for prospective program location proposals, steps for implementation, guidelines for establishing a steering committee, council, PT Connect Team, and Parent Advisory Committee (PAC).
3. Researching outside community resources and potential organizations with which to partner in programming, when applicable and directed by the Director of Programming and Leadership Development.
4. Working with prospective program location to develop collateral materials and formation of a leadership group to determine if prospective location meets the criteria and our program model.
5. Providing feedback and assessment through monthly summary reports analyzing the prospect program locations submitted to the Director of Programming and Leadership Development.
6. Assisting Development Manager with public relations and communications strategies to support program goals and increase community awareness in service communities.
7. Hosting site visits at our current program sites (afterschool and summer) for various groups from each of the prospective program locations under review.
8. Assisting the prospect program location steering committee or leadership group to identify and meet with critical partners for our work who may provide support in the areas of housing, service providers for meals for our children and youth and community groups who may provide volunteers.
9. Assisting with monitoring and evaluating all aspects of the after-school program, including reading, arts & crafts, recreation, book club, field trips, afternoon enrichment, and family fun nights (refer to program quality checklist when visiting sites), and training as needed.
10. Providing intensive support to prospect program locations as they prepare their letters of intent and formal applications to become a Project Transformation program site location.
11. Assist in leading Site Pastor/Supervisor Gearup Meetings for Summer.
12. Facilitate planning of Urban Camp with guidance from Executive Director, Program Director, and support from Program Staff.
13. Helping manage the data collection, site applications, and research for current and prospective sites.
14. Attending recruiting events to gain hands-on experience on recruiting AmeriCorps members, semi-annual meetings with program site supervisors, weekly staff meeting, weekly program team meetings and weekly team lead meeting and ongoing training for after-school program team leaders.

Summer Program (mid-May through August):

1. Meeting regularly with and shadowing the Program Team in order to understand the preparations for the summer program.
2. Assisting with training, supervision and coaching of those young adults implementing the summer program. Providing support, encouragement and feedback for program quality to teams and staff.
3. Assisting in the development of short and long-term plans for programs, monitor progress, assure adherence and evaluate performance.
4. Assisting with developing of program quality standards for the summer program.
5. Supporting and assessing individual programs at site on a weekly basis.
6. Support in coaching/training Program Quality Coaches and Site Coordinators.
7. Assist in leading Site Pastor/Supervisor Gearup Meetings for ASP.
8. Facilitate Urban Camp with support from Program Staff and PQC’s.

Year Round:

1. Organizing and establishing meetings on regular basis with designated individuals to foster positive relationships for current and potential site locations.
2. Developing expansion and/or sustainability plans according to program needs and capacity.
3. Ensuring database maintenance, includes prospective program location information and contact lists.
4. Assisting with pre-program and ongoing training and information sessions.
5. Providing ongoing coaching, feedback and assessment to ensure high program quality standards.
6. Assisting with program evaluations and prepare data for AmeriCorps and other reporting purposes.
7. Assist Director of Programming & Leadership Development with administrative and coaching tasks.

**QUALIFICATIONS:**

1. Bachelor’s Degree required.
2. At least 3 years of direct program service and program coordination or related experience.
3. Embrace and integrate Project Transformation’s core values into his/her work practices.
4. Strong understanding of the United Methodist Church.
5. Excels in cultivating and building relationships with individuals of diverse backgrounds.
6. Problem solver, well organized, methodical, detail-oriented, and self-motivated.
7. Ability to establish priorities, work independently, and proceed with objectives without supervision.
8. Exceptional written, oral, interpersonal, and presentation skills.
9. Proficient computer skills.
10. Passion for PTNT’s mission.
11. Bilingual in English and Spanish preferred.